KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 14th July 2026 at 6.30pm in the Town Council Office

PRESENT: Councillors D Biddleston, C Fricker, C Davis, D Cooper, H MacFie and M Burton (Chair)

IN ATTENDANCE: Amanda Hazell – RFO

28. APOLOGIES FOR ABSENCE

RESOLVED:
There were none. Cllr Cannon not in attendance.

29. DECLARATIONS OF INTEREST

RESOLVED:
There were no Declarations of Interest.

30. DISPENSATIONS

RESOLVED:
There were none.

31. RECORD OF PREVIOUS MEETINGS

RESOLVED:
That the Minutes of the Finance & Policy Committee meeting held on Tuesday 9th June 2026 (previously circulated) be confirmed as a true record and signed by the Chair.

32. PUBLIC PARTICIPATION

There was none.

33. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 16th JUNE 2026

In accordance with the Schedule of Delegation to note the delegated decision made in advance of the July 2026 scheduled payments taken by the Town Clerk in consultation with Members.

RESOLVED:

There were none.

34. UPDATES FROM THE RFO

RESOLVED:
That the updates from the RFO be received and noted.

35. BUDGET REVIEW REPORT - MONTH 3 – JUNE 2026

RESOLVED:
That the Budget Review Report - Month 3 be received and noted.

36. FINANCIAL REPORTS – MONTH 3

RESOLVED:
That the following reports have been received and noted*:*

- *(i)* Budget Monitoring (Month 3 – June 2026)
- *(ii)* Bank Cash and Investment Reconciliation (Month 3 – June 2026)
- *(iii)* Balance Sheet (Month 3 – June 2026)
- *(iv)* Bank Reconciliations for Cash Books 1 - 8 (Month 3 – June 2026)
- *(v)* Receipts and Payments Report for Cash Books 1,3,4,6 and 7 (Month 3 – June 2026)
- *(vi)* Bank Statements – Cash Books 1,2,3,6,7 and 8 and the Public Sector Deposit Fund to follow (Month 3 – June 2026)
- *(vii)* Nominal Ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 3 – June 2026)
- *(viii)* That Cllr MacFie will sign the reports.
- *(ix)* That the RFO create a rota for signing the reports and bring back to the next meeting.
- *(x)* That a report on EMR 351 be made available for the next meeting.

37. POLICIES

RESOLVED:

- *(i)* That the following Policies be received and noted:
  - a) Information and Communication Technology Policy.
  - b) Risk Management Strategy Review
- *(ii)* That the Committee recommend the following for the Information and Communication Technology Policy:
  - a) Investigate the rules regarding replying to residents via WhatsApp and Facebook messenger not via email.
  - b) Check with the Clerk what GDPR course she has completed.
  - c) The RFO to update the Committee on the new website.
  - d) For the policy to be returned to the next meeting with any changes regarding the questions above.

MB

(iii) That the Committee recommend the following for the Risk Management Strategy Review:

a) That the Regulations stated be checked that we are quoting the latest versions.
b) Paragraph 6.8 Training. Who has completed the training and is there a course available?
c) Do we have a risk log? How is this managed?
d) For the Policy to be returned to the next meeting with any changes regarding the questions above.

38. MILEAGE – NEW RATES

The following policies are affected by the changes to the mileage rates.

KTC Employee Handbook
KTC Pay and Conditions Policy

RESOLVED:

(i) That the policy and information regarding the new mileage rates be received and noted.

(ii) That the following changes be recommended to Council:
KTC Employee Handbook:

a) Paragraph 1.4 change the amount of gift and hospitality from £10 to £25.
b) Add in a paragraph for the wellbeing company stating the name of the company.
c) Discuss with the Clerk whether in paragraph 2.16 under dependency the first line should read "Employees who have a dependency on alcohol or drugs WILL be offered support."

(iii) To recommend to Council to approve the Policies with the above taken into account.

39. BREAKTHROUGH COMMUNICATIONS

RESOLVED:

(i) That the information regarding the Breakthrough Communications renewal be received and noted.

(ii) That the renewal be cancelled for the next year.

40. DEFIBRILLATOR AGREEMENT

RESOLVED:

(i) That the Defibrillator Agreement be received and noted.

(ii) That the Committee recommend to Council to approve the agreement.

(iii) That the Council write to the resident to give thanks for agreeing to house the Defibrillator.

(iv) Check that the Defibrillator is covered by our insurance.

41. FUNDING THE CEMETERY DRIVEWAY

MB

RESOLVED:

(i) That the funding recommendation from the RFO be received and noted.
(ii) That the Committee recommend to Council to approve the funding.

42. KEYNSHAM BEEKEEPERS GRANT

RESOLVED:

That the information regarding the Beekeepers grant be received and noted.

43. TOWN COUNCIL OFFICE CCTV

RESOLVED:

(i) That the information and quotes be received and noted.
(ii) That the legality of having CCTV in an office environment be checked with NALC.
(iii) That the staff be consulted on having CCTV in the workplace.
(iv) That more information on the cameras be included for the next meeting i.e. spec etc.
(v) That the item be bought back to the next meeting with the issues addressed.

44. TOWN COUNCIL OFFICE RECEPTION AREA

RESOLVED:

(i) That the information and quotes be received and noted.
(ii) That the Councillors feel a closed off reception area would lose the openness to the public and would feel impersonal.
(iii) That the Clerk contact B&NES to request them to consider whether it is possible to install a fire exit.
(iv) That the option for a panic room be researched.
(v) That another option be bought back to the next meeting.

45. YOUTH PLANNING JULY/AUGUST 2026

RESOLVED:

(i) That the financial plan be received and approved for July/August 2026.
(ii) That full Council be informed of the decision to approve the plan.

46. YOUTH ACTUAL SPEND JUNE/JULY 2026

RESOLVED:

That the Youth actual spend for June/July 2026 be received and noted.

47. DATE OF NEXT MEETING

RESOLVED:

Received and noted that the date and time of the next meeting is Tuesday 18th August 2026 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

48. EXCLUSION OF PRESS AND PUBLIC

MB

RESOLVED:
In accordance with Standing Order 3(d) to RESOLVE that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted. Agenda items 49 to progress financial agreement.

49. TRIAL PROPOSAL FOR THE PADDOCK (confidential resolutions attached)

RESOLVED:
(i) That the information regarding the trial proposal for The Paddock be received and noted.
(ii) That the trial be named a pilot.
(iii) That the pilot period be 3rd August – 31st October with a review at the end of the pilot. *(Note – it was minuted in the Council meeting on the 16th June that this date is in principle so it can change).*
(iv) That the confidential resolutions be noted in the report attached.

The meeting ended at 9pm.

Signed: M. C. Butt. (Chairman)

Date: 18/8/26.